

# North Shore Grill

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## Private Event Planner FAQ

### **How many people does the party room accommodate?**

The private function room accommodates up to 40 guests for a sit down meal. It can be available for “stand up” cocktail parties that can hold up to 50 people.

### **How are the costs determined at North Shore Grill?**

Charges for the function are based on food and beverage sales plus 18% gratuity and 8% sales tax. A \$100 deposit is required to reserve the room and a credit card number. Cancellation notice is required 72 hours prior to your scheduled event. Late cancellations are subject to a 35% of planned meal stocking fee.

### **How are menus created for my function?**

The menus for group functions have been determined, based on current restaurant selections. However, the menu can be customized to accommodate specific requirements. (Additional charges may apply).

### **How long do I get the room for?**

The room is booked on 3-hour intervals. If your event is going to run longer than 2 hours, arrangements can be made.

### **Are there a minimum number of guests I need to have to keep my reservation?**

The minimum number of guests is 30 on Friday, Saturday & Sunday nights. Smaller parties can reserve the room Monday-Thursday nights based on time of year/party size. Smaller parties can also be accepted for luncheons. Non-peak hours are negotiable.

### **Can I hold a lunch or dinner meeting in the party room?**

Absolutely, the room is designed with the option to close the door to make it more private. In addition, there is a 52 inch hdtv available configured for powerpoint and dvd presentations.

### **What items will North Shore Grill supply?**

North Shore Grill will provide customized group menus and floral arrangements if desired.

### **How do we book an event?**

Bookings are on a first-come, first-serve basis. Please contact the event coordinator, Jen Cole at 585-943-0379, or e mail [events@northshoregrillny.com](mailto:events@northshoregrillny.com).

### **What time of day can we have our function?**

The private room is available for luncheons 11:30 am to 3:00 pm and dinner functions starting at 4:00 pm.

### **How do we make payments?**

A credit card is required to secure the room. The bill must be paid at the end of the event by cash, credit card, or company check. Any deposit collected will be deducted from your final bill.

**[www.northshoregrillny.com](http://www.northshoregrillny.com)**